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DDA 86-2139
15 December 1986

MEMORANDUM FOR: Chief, Headquarters Consolidation Staff, FMD/OL

FROM:

Executive Assistant to the DDA

SUBJECT: Renovation and Backfill of the Original Headquarters Building

REFERENCE: Your memo, same subject, dated 25 Nov 86 (OL 10239-86)

1. This memorandum responds to your request in the reference. An updated copy of your Original Headquarters Building (OHB) floor plans is attached. These changes will alter the floor space figures which were shown on the final page of your attachment.

2. In addition to the changes noted on the floor plans, several offices have identified other areas of OHB space growth. The following is a preliminary list of increases. The Management Staff is currently preparing a more complete response.

- a. Due to the growth in Agency employees who will reside in OHB or the New Headquarters Building (NHB), the Office of Medical Services (OMS) will require an additional 500 square feet of space to expand their current file room.
- b. OMS will require additional office space to house 16 people from the Employee Assistance Program who will relocate from Ames Building to OHB. These employees should be collocated with the rest of OMS personnel at OHB.
- c. Office of Training and Education (OTE) space requirements for OHB are documented in a 15 April 1986 memorandum from the Director of OTE to the Chief of Configuration Management Staff/OL. (Reference: OTE 86-5017). OTE requires at least 11,018 square feet in OHB.
- d. In addition to the 11,018 square feet of space identified above, OTE requires a 1,000 square foot area in OHB for a language and learning center to accompany the classrooms.
- e. Your plans did not address the basement space in OHB. The Office of Information Technology (OIT) requires at least 1,000 square feet for cables, wire, and other communications equipment. Currently, this equipment is kept in room BF12.
- f. OIT requests an additional 1,500 square feet of space in the vicinity of the OHB Distribution Area. This space would be used to store computer paper and magnetic tapes. Currently, these items are located in various storage rooms located throughout OHB.

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- g. **Currently, OIT has space in the basement and 1C corridor of OHB to house CONTEL contractors. OIT requires 2,200 square feet of space to house the 75 CONTEL contractors who install and maintain OHB and NHB telephones.**
- h. **The floor plans do not reflect the various storage areas which OIT uses throughout OHB for Wang, Delta Data, and telephone equipment. These rooms should be consolidated into one area of 2,000 square feet - ideally on the ground or first floors.**
- i. **Currently, OIT supports four remote APARS installations in 2D39, 3C34, 5B00, and 5D13. The Directorate of Operations provides the space for these systems, which should not be relocated.**
- j. **The recent dissolution of the Office of Information Services (OIS) will have an impact on OHB space. The largest group in OIS, the Information Resources and Management Division, will transfer to OIT. OIT will also assume management of all OIS rotational registry positions, and a portion of the OIS Front Office. The remainder of OIS will report to the Office of the Deputy Director for Administration (O/DDA). Thus, OIS personnel currently located in Ames Building should be relocated to collocate with OIT or O/DDA. Until a joint OIS/OIT Transition Team has completed the details of this transfer, I will not be able to give you the final breakout of people.**

25X1 3. Please call me on secure if I can provide additional information about
25X1 these figures.

Attachments:

As Stated

25X1 ORIG:EXA/DDA (15 Dec 86)

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